



Certification/Endorsement Support Documents for Educators

Requirements for the Building Administrator Certificate (040)

Please see below for the requirements to qualify for both a conditional and/or professional certificate. Please note that the endorsement code is 040, which will be used throughout the application process. If you believe you qualify for either a conditional or professional certificate, please submit an initial application through our online MEIS system.

This certificate allows the holder to serve as principal, career and technical education administrator, assistant principal, assistant career and technical education administrator or teaching principal.

Three-year conditional certificate requirements include:

- (1) Section A. 1., 2., and 4.
- (2) at least five areas, including areas 1 and 2, in Section C Part I, **OR** Section C Part II
- (3) submission of a mentorship plan (See Section D.3.)

Five-year professional certificate requirements include completion of sections below:

- (1) Section A
- (2) Section B
- (3) Section C Part I OR Part II
- (4) Section D

NOTE: The number in () indicates the number of semester hours required.
Section A:
1. Bachelor's degree conferred
2. Three years of satisfactory public or private teaching experience
3. Master's degree from an accredited institution
4. Criminal history record check approval – based on fingerprints
SECTION B:
1. Federal and Maine Civil Rights and Education Laws (3)
2. Special Education Law (3)
SECTION C: Part I
1. School Finance and Budget
2. Supervision and Evaluation of Personnel
3. Organizational Theory and Planning
4. Community Relations
5. Educational Leadership

6. Instruction Leadership
7. Curriculum Development
8. Cultural Differences
9. Ethical Decision Making
SECTION C: Part II
School Leader Licensure Assessment: Test 6990 Score 151
SECTION D: (Choose one.)
Approved internship for a building administrator
1. Completion of a graduate level state-approved building administrator internship program (minimum of fifteen weeks)
2. Completion of one school year as a certified assistant principal, assistant career and technical education administrator, principal out-of-state, or a out-of-state certified career and technical administrator
3. Completion of a mentorship plan for a building administrator approved by the Certification Office, with duration of the plan being a minimum of one academic year.
SECTION E:
Teaching exceptional students in the regular classroom (3)

Special Condition: Evaluation of staff is not permitted until the holder has met the supervision and evaluation of personnel requirement.

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>
- To register for a PRAXIS exam please visit www.ets.org/praxis/me/requirements.
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to cert.doe@maine.gov